

INFORMATION And RULES For INMATES



CORRECTIONS DIVISION
Placer County
Sheriff's Department

EDWARD N. BONNER
Sheriff - Coroner - Marshall

CORRECTIONS DIVISION

PLACER COUNTY

SHERIFF' S DEPARTMENT

EDWARD N. BONNER

SHERIFF - CORONER - MARSHAL

CORRECTIONS DIVISION

PLACER COUNTY SHERIFF-CORONER-MARSHAL'S DEPARTMENT
RULES AND INFORMATION FOR INMATES

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County property must be returned to booking prior to release. Do not fold, spindle or mutilate.

PREFACE

The Placer County Corrections Division recognizes and will adhere to the principal that all persons, no matter what their status, shall be treated with human dignity. Inmates shall be afforded all possible rights and privileges consistent with the Jail's security and operational requirements. However, inmates must treat Custody Staff, citizens and their fellow inmates with the same dignity and courtesy.

INTRODUCTION

For clarity and ease of writing, male pronouns were used throughout this handbook. Whenever a male pronoun is used, the reader is to assume it applies equally to both males and females.

- All inmates will conduct themselves in a civil manner at all times.
- All facility rules, regulations, procedures and orders, whether written or verbal will be followed without delay.
- Inmates will keep themselves neat, clean and well groomed at all times.
- Inmates will keep their Living areas, including bunks, housing units, day rooms, as well as other areas occupied (i.e. recreation yard, hallways, library, and visitation rooms) neat, clean, and orderly.
- Inmates shall not cover interior or exterior windows in their cell or cellblocks.
- Inmates will treat employees in a courteous manner, addressing them by rank (Officer, Deputy, Sergeant, Mr., Mrs., etc.) and name.
- Although issued to you, this Inmate Orientation Manual is not your property. It belongs to the Sheriff of Placer County. Destruction of, defacing, or writing in this Manual may result in discipline or criminal charges. This Manual must be returned prior to your release.

RULES AND INFORMATION

The following rules and information are intended to aid and inform you of what is expected of you and what is available to you while in custody at the Placer County Jail.

You are reminded that all local, state, and federal laws relative to criminal behavior are fully in effect while you are at this facility. Violations may result in criminal prosecutions. These rules have been made in accordance with Title 15.

For your information, the chain of command in the jail is as follows:

Jail Commander- Captain
Jail Supervisor- Lieutenant
Shift Supervisor - Duty Sergeant

EMERGENCY EVACUATION PROCEDURE

Inmates will observe the following procedures during an emergency evacuation:

1. Under no circumstances attempt to recover personal effects, delays in evacuation could cause serious injury.
2. Inmates are to line up in single file and move away from hazardous areas as directed by the Officers. Should any area of the facility need to be evacuated, inmates will be moved away from the affected area and directed to a safe location.

GENERAL INFORMATION

1. **BOOKING** - If an inmate is sent to booking for any reason, as soon as he arrives, he will face the wall. The inmate is to remain facing the wall until directed otherwise by an officer.

2. **SEARCHES** -All inmates entering the Placer County jail are subject to a custodial search, and will have all property removed including jewelry, belts and shoes.

3. PROPERTY RELEASE

Within the first 72 hours of being booked, an inmate can do one of three types of property releases:

- A. Release of motor vehicle keys only
- B. Release of all the property with the exception of clothing
- C. Release of money

After the initial 72 hours, the only type of property release that will be done is a complete property release with the exception of clothing and money.

The only time clothing will be released is when the inmate has been sentenced to state prison.

After the initial 72 hours, property releases will only be done Tuesdays and Fridays between 1:00 p.m. and 3:30 p.m. and 7:30 pm to 9:30 pm.

The inmate does not need to submit a request form in order to start the release procedure. The inmate tells the person picking up their property to fill out a "Property Release" form at the main jail front desk. This will start the whole procedure.

An officer will get the inmate's approval for the release and have him sign the Property Release form.

The property is then released.

The only inmate property that the jail has is what the inmate walked into the jail with. An arresting officer occasionally keeps some of the inmate's property for evidence or safekeeping if this occurs, the inmate should not ask the jail staff to get his property back as jail staff does not have access to this property. The inmate has to either write or have someone call the arresting agency regarding property that may have been taken

4. **RELEASING MONEY**-- If an inmate has more than \$1.00 at the time of booking, it is placed into a commissary account. This money can be used to make bail.

To post bail with an inmate's commissary funds, the inmate tells the bondsman that he desires to use his commissary funds for this purpose. The bondsman will contact the Corrections Division to arrange the release of funds.

In the case of an emergency, an inmate's commissary funds may be used to pay bills that must absolutely be paid while the inmate is still in custody. A word of warning: The county is not obligated to pay an inmate's bills using his commissary funds. It is done as a courtesy and it may not happen in what the inmate considers a timely manner. If at all possible the inmate should arrange for someone on the outside to handle his financial matters while in custody.

To pay a bill, the inmate sends an Information Request to the Corrections Accounting Division explaining who the check is to be made out to, applicable account numbers, and the amount owed. The accounting department will require proof of the inmate's indebtedness prior to issuing the check. (i.e., P.G.& E bill, phone bill, water bill, and doctor bill. all must be in the inmate's name.)

Transferring money from one inmate's account to another inmate's account will **not be done**. It does not matter if the two inmates are related by marriage or birth.

5. RETURN OF INMATE FUNDS UPON RELEASE -The next business day after an inmate is booked, the inmate's money is placed into a trust fund account under the inmate's name. If the inmate is released after this deposit is made, the inmate will not get cash upon his release. Those inmates being released on normal business days between the hours of 7 a.m. and 4 p.m. will receive checks. Those inmates being released at any other time have the choice of a check being mailed to them or returning during normal business hours to pick up their check. Upon an inmate's release from custody, he must tell the releasing officer where to mail the check. If this is not done, the inmate must return during normal business hours to pick up the check.

Those inmates who are released prior to their money being deposited will receive the same cash they arrived with.

6. BOOKING PROCEDURE - All inmates entering the Placer County Jail will be asked questions regarding their identity and health. You must also be photographed and finger printed. These procedures do not violate your rights. Failure to cooperate may result in discipline and/or delay in your release. If an inmate falsely identifies himself as another person he will be charged with a crime.

7. WRISTBAND - Your wristband will be worn at all times for the purpose of identification. Your wristband must be shown to buy commissary, have visitors, receive medication, or to receive mail. If your wristband breaks or needs replacement, contact an Officer immediately. Destruction of your wristband will result in discipline and an administrative charge of \$3.00 against your commissary account.

8. MATTRESS - Each bunk will have no more than one mattress unless authorized by the Medical Staff and Shift Supervisor. Mattresses are to remain on the bunk at all times. Under no circumstances are mattresses to be placed on the floor or removed from the cell, cellblock or dormitory unless approved by an officer.

9. SHOWERS - Showers are provided for your use. Keep them clean and notify an Officer immediately if repairs are needed. Inmates are required to shower regularly.

10. CUPS - Each inmate will be issued a cup with his hygiene kit. Prior to release, inmates are responsible for returning their cup. You will be subject to disciplinary action if your toothbrush is modified in any way, i.e., evidence of burning, or sharpening, etc.

11. NO SMOKING - Smoking, possession or the use of any tobacco product is prohibited.

12. ANNOUNCEMENTS - Inmates shall be attentive to all announcements made, whether in person or over the public address system. Inmates shall follow any instructions given.

13. HAIRCUTS - Haircuts are given at the jail on Sundays. You may have your hair cut once a month. If you wish to use your own licensed barber, the barber must have proper identification for jail entry and the Shift Supervisor must approve the appointment. Private barbers will be of the same sex as the inmate.

The inmate shall pay the barber.

14. COURT APPEARANCE - You will normally be notified of scheduled court appearances in advance. Be prepared for court when you are called. Leave your personal property in your cell. Bring with you only legal material related to your case. There shall be no contact or communication of any kind with anyone in the courtroom audience. You will be returned to your cell after court. You are not allowed to take pencils with you to court. If necessary, one will be provided to you in court, to be returned prior to returning to your cell.

15. MEALS - Special diets will be considered only for medical or religious reasons. Requests for special dietary needs should be directed to the Medical Staff.

MEAL TIMES

A. Breakfast	5:30 a.m.
B. Lunch	11:00 a.m.
C. Dinner	4:00 p.m.

The only exceptions to the above-listed times shall be upon occurrence of an emergency, inmates returning late from court, and special circumstances under the approval of the Shift Supervisor.

The following procedures are to be observed during meal times:

A. ALL inmates shall be properly dressed and seated at the day room tables, 10 minutes before the above listed meal times. Although it is not mandatory that inmates eat, it is mandatory that the inmate be seated at the table. Head counts are done at every meal and failure to be seated will cause the count to be off and delay the food service. Failure to be seated at the table according to the above rules may result in disciplinary action.

B. Those inmates housed in H/I and L tanks must have their beds neatly made. Phones and televisions will not be used in any tank during mealtime. The State Board of Corrections requires there be no access to toilet facilities during mealtime. In H/I and L tanks this is accomplished by not allowing anyone into **ANY** part of the bathrooms during meals. In all other tanks, the cell doors must be locked shut prior to being served.

C. The serving officer will direct one table at a time to the serving area. Inmates are required to receive a tray and return to their table and wait until all trays are served. Then, if an inmate needs a spoon he will return to the serving area for it. This is the quickest way to get the food served while it is still hot. Only one tray per inmate is allowed unless directed otherwise by the supervising officer.

D. Once an inmate has finished eating he will empty any uneaten food or refuse into the trash barrel. No uneaten food will be allowed out of the dining area. Inmates are to keep their cups and spoons. In H/I and L tanks the inmates will stack their trays in the food cart. In all other tanks the inmates will stack their trays next to the exit door. Inmates will clean their eating area and sit back down. Once everyone at the table has finished eating, the table is inspected for cleanliness. If the cleanliness is satisfactory, the inmates at the table will be excused.

E. DO NOT keep any uneaten food from the meal. Doing so will be grounds for disciplinary action.

F. Inmates may be required to lock down for tray removal. Do so immediately.

G. These procedures are standard; however they may vary when there are double-locked inmates in the cell block.

H. Inmates on disciplinary isolation will receive two cold meals and one hot meal each day.

16. COMMISSARY - Commissary purchases will be distributed once a week on Thursdays (commissary may be rescheduled due to holidays). Inmates will not be allowed to order or possess commissary while on disciplinary isolation.

WELFARE PACKS FOR INDIGENT INMATES

Welfare packs contain hygiene products, two envelopes, two pieces of writing paper and one golf pencil and are to be given to **INDIGENT INMATES ONLY**. Inmates desiring a welfare draw are to fill out a commissary order form, placing an "X" on the back of the form in the area indicating welfare draw. This form **must** be turned in prior to lock down on Monday night to qualify for a welfare draw.

Should an inmate who has money on his account attempt to place an order for welfare draw, his account will be charged a fee of \$3.50.

The only funds accepted on an inmate's account are:

- A. Certified or Cashier's checks from U.S. Banks,
- B. Money Orders
- C. Government, State, or Municipal Checks with the exception of Welfare or Unemployment Checks.

MAXIMUM AMOUNT OF ANY ONE CHECK OR MONEY ORDER IS \$60.00

Commissary orders are placed with our vendor on Tuesday morning. Funds for an inmate's account must be received by midnight Monday if they are to be used for Tuesday's order. Commissary orders must be turned in prior to lock down on Monday night; Commissary is handed out on Thursday. Holidays may change this schedule. Should this be the case, inmates will be notified. Once an order has been placed, it may not be canceled.

Since commissary items come from an outside vendor, orders incorrectly filled by the vendor usually cannot be adjusted until the following week. At the time an inmate receives commissary, it is his responsibility to check the contents against the receipt that came with the order. Any discrepancies in a commissary order must absolutely be brought to the attention of the commissary officer prior to the inmate leaving the immediate presence of the officer. Discrepancies must be verified and initialed by the commissary officer. Once the inmate turns around and walks away, no additional corrections will be made.

Corrections to orders may be made as follows:

- A. If the inmate received something he did not order and it is returned intact by the inmate, his account will be credited with the cash value of the item.
- B. If the inmate did not receive something ordered, and was not charged for the item, he may re-order the item the following week **OR** an attempt may be made to fill the order using on hand surplus left by inmates who have departed the facility and not returned to pick up their commissary. Should we be able to fill the inmate's order, he will be charged for the item.
- C. If an inmate was charged for an item not received, an attempt will be made to find the item or, should the inmate so desire, replace it with a like item of value from on-hand surplus. Should we be unable to find the item and the inmate does not want a replacement, the item will either be re-ordered by Inmate Services for delivery to the inmate the following week, or the inmates account will be credited with the cash value of the item.

A maximum of \$60.00 worth of commissary can be in an inmate's possession at any one time.

If an inmate leaves custody prior to receiving his commissary order, he can do either of the following:

A. Fill out an Information Request addressed to Commissary with the name of the person who he has designated to pick up his commissary order. The order must be picked up during normal business hours prior to the next commissary order day (usually Tuesday).

B. The inmate can donate the commissary order to the Inmate Welfare Fund. It will be used to fill incorrect orders and special programs.

DONATING COMMISSARY TO A SPECIFIC PERSON OR TANK IS NOT ALLOWED.

INMATES WILL NOT BE ALLOWED TO ORDER OR POSSESS COMMISSARY WHILE HOUSED IN DISCIPLINARY ISOLATION.

17. DAMAGE TO JAIL PROPERTY -Inmates will be held responsible for intentional destruction or damage to county property. The inmate may be prosecuted under civil and/or criminal law. If prosecution is not going to be pursued, then the replacement/repair cost will be deducted from the inmate's commissary account. In the event the inmate does not have sufficient funds to cover the cost of repairing or replacing the item, then a hold will be placed against any money deposited into his account at any future date.

18. CLOTHING EXCHANGE - Clothing, sheets, and towels are exchanged once weekly on Saturdays. Two pairs of underwear and two pairs of socks will be provided at each clothing exchange. Damaged or worn out footwear will be replaced. Blankets are exchanged on the first Sunday of the month. Inmates with a need for special clothing for medical reasons should direct a request to the medical staff

Jail supplies are issued on Saturdays. However, should you run out of essential supplies during the week, you may request additional supplies from the Floor Officer.

19. EXERCISE AND RECREATION

A. Inmates shall be allowed a minimum of three hours of exercise and recreation per week.

B. No shower shoes will be worn in the exercise yard. If you do not have tennis shoes, notify any Officer.

C. Inmates shall be responsible for care and proper use of all equipment, as there is a limited amount of equipment available for each cellblock. The types of equipment available for use will be determined by classification. Inmates will keep the exercise yards clean.

D. At no time shall play fighting, "sparring," or horseplay be allowed in the recreation yard or anywhere in the facility. Inmates shall not climb the yard walls or on any fixed equipment in the yard. Doing so in any fashion will be considered an attempted escape and the inmate will be criminally prosecuted and/or severely disciplined.

E. There may be adjustments in the outdoor exercise period due to inclement weather.

F. Those areas of the recreation yard marked within red lines are off limits to inmates. Disciplinary action will result if an inmate goes past any of the red lines.

G. Using the recreation equipment in a manner such that it hits around the ceiling or window areas will result in the inmate's recreation privilege being revoked. Yard lights and windows can be damaged by this type of activity.

H. No food or drink items are to be taken into the recreation yard.

I. Inmates must be fully dressed at all times in the recreation yard. Inmates may not remove their shirts or shoes, nor may they roll up their pants.

J. Organized activities in the recreation yard will not be allowed.

20. TELEPHONE AND TELEVISION

A. During booking, all new inmates shall be allowed the opportunity to make three (3) free local phone calls no later than three hours after arrest, except where physically impossible.

B. Once housed; inmates may make outgoing telephone calls from their dayrooms at any time while access to the telephones is permitted. **USE OF THESE TELEPHONES IS A PRIVILEGE, NOT A RIGHT, AND MAYBE REVOKED OR RESTRICTED AT ANY TIME AND FOR ANY REASON DEEMED APPROPRIATE BY THE OFFICER.** Prisoner conduct will determine availability. A list of free calls to support agencies is posted in the day room. All other calls made from the day room telephone must be collect calls. The telephone will be turned off at lock down time.

Three way calling in this facility is strictly forbidden. If you attempt a three way call, your phone will automatically disconnect. **Things that will cause the phone to disconnect are:**

- If the person you are calling uses call waiting.
- If you or the person you are calling presses buttons on the phone during a call.
- If the person you call places you on hold.

Phone calls made by inmates while in custody are not considered a "privileged" communication and are therefore subject to monitoring and or recording for the purpose of facility security.

The monitoring of inmate phone calls shall be random and only for the purpose of facility security. Telephone monitoring shall not be for evidence gathering unless a search warrant has been obtained prior to monitoring.

If during random monitoring a suspicious conversation is overheard, the call shall be documented via an incident or crime report and any pertinent information forwarded to the appropriate investigative personnel.

A log of telephone monitoring shall be kept, which at a minimum shall include the date, time, telephone being monitored, and the officer monitoring the calls.

No music channels (MTV, VH I, CMT etc.) are allowed. Inmates who tune the televisions to any of these type of channels or watch these channels may have their television privileges revoked or restricted and may face additional disciplinary action.

20. VISITING

A. Each inmate shall be allowed two 30-minute visits per week. The two 30-minute visits may **NOT** be taken on the same day. On rare occasions the Duty Sergeant may approve one 60-minute visit instead of the two 30-minute visits. The visitor must request the special visit at least one week in advance so the validity of the request may be investigated. An exception to the one-week requirement may be granted for special circumstances.

NOTE: INMATES WILL NOT BE ALLOWED TO VISIT WHILE HOUSED IN DISCIPLINARY ISOLATION.

B. A visiting schedule will be posted in the day rooms and in the jail lobby. Due to a fluctuating jail population, the visiting schedule may be changed on short notice.

C. Visitors must be a minimum of 18 years of age with valid picture identification. The Shift Supervisor must approve any identification other than the ID listed below.

The following identification is acceptable:

1. Valid Driver's License with photo;
2. Valid Military ID with photo;
3. Valid Passport with photo;
4. Valid Immigration Card ("Green Card").

D. The children of the inmate may visit if accompanied by a parent or guardian.

E. If required by Sheriff's personnel, visitors may be subject to a search of their persons and immediate property at any time while on the premises of the facility. Refusal to submit will prohibit or terminate visiting privileges.

F. Visitors may deposit funds to be credited to an inmate's account. Only the following funds are accepted:

1. Certified or Cashier's Checks from U.S. Banks;
2. Money Orders
3. Government, State or Municipal Checks with the exception of Welfare or Unemployment Checks.

G. The Corrections Division will not accept personal property, letters, or documents from visitors to be passed on to inmates. If there are documents that you need to sign, please try to make arrangements through the mail or your legal counsel.

H. Inmate Conduct

1. Loud, boisterous, or disruptive behavior during or while en route to the visit will be cause for termination of the visit.
2. There shall be no contact or communication of any kind between inmates in the visiting room.
3. Any inmate who interferes with a K-9 dog team in any way whatsoever will be disciplined and may be criminally charged with 600 P.C.

I. Visitor Conduct

1. No revealing or provocative clothing is permitted.
2. Visitors are responsible for their children and must keep them in control. Unruly children will be a cause of termination of a visit. Young children shall NOT be left unattended in the Jail Lobby or the vehicle parking lot.
3. Loud, boisterous, and rude language will not be tolerated during visiting.
4. Lewd or provocative behavior will not be tolerated and may result in termination of visiting privileges.

22. CORRESPONDENCE

A. Your mailing address is:

"Inmate's Name & Booking Number"
Placer County Jail
2775 Richardson Dr.
Auburn, CA 95603

B. Your return address shall be shown at the upper left corner of the envelope as:

"Inmate's Name and Housing Assignment"
Placer County Jail
2775 Richardson Dr.
Auburn, CA 95603

C. Mail sent to a staff member does not require postage. No "over the counter" mail or packages will be accepted unless prior approval has been received from the Jail Commander.

D. Envelopes larger than 10" x 13" will not be accepted.

E. If stamps, paper or envelopes are mailed in to an inmate, then the whole letter will be returned to the sender. Any stickers attached to the envelopes or letters sent to an inmate will cause the whole letter to be returned to the sender. Greeting cards of any kind **will not** be accepted.

F. There is no limit to the volume of mail an inmate may send or receive. Pre-stamped envelopes and writing paper may be purchased through commissary.

9 x 12 envelopes may be purchased through commissary to be used **ONLY FOR STORAGE OF PAPERWORK**- not to be used for mailing.

G. Mail, both incoming and outgoing, shall be checked for contraband.

H. Incoming Legal Mail will be opened and inspected for contraband in the inmate's presence.

Legal Mail is defined as mail to or from an attorney, a county, state or federal court. "Legal Mail" is not considered mail sent to family members or friends, even if it contains copies of your legal papers, nor does it include, Doctors, Psychiatrists, Child Protective Services, Social Security, Outside Journey, Parole or Probation. You may send an unlimited amount of postage-free letters to your attorney or to the court.

I. Inmates are permitted to purchase, receive and read any books, newspapers, or periodicals accepted for distribution by the U.S. Post Office except for those determined by the Jail Commander to pose a threat to the safety and security of the facility. Only books and periodicals sent directly from the publisher will be accepted. No pages or pictures removed from books or periodicals will be accepted and if included in incoming mail, may cause the entire letter to be returned to sender. No hardback books will be accepted.

J. The following publications will be withheld and are not permitted: those which violate postal regulations, those which depict harmful or unlawful sexual conduct, those which describe weapons manufacture, those which describe or encourage activities which would lend to incite violence or disruption, including racist materials, and publications which would threaten the safety of any person inside the jail.

K. You may have the following authorized possessions in your cell or dormitory drawer.

1. Books/Magazines

- a.** 2 books from the inmate library
- b.** 2 personally owned books
- c.** 2 magazines
- d.** 2 religious books

2. Newspapers

- a.** 2 total

L. The Jail Commander must approve books and educational materials for correspondence courses.

M. When an Officer withholds mail from an inmate, written notice shall be given to the inmate regarding its content and reason for the action.

N. Funds will be accepted for deposit in the inmate's account. The only funds accepted through the mail are:

1. Certified or Cashier's Checks from U.S. Banks
2. Money Orders
3. Government, State or Municipal Checks with the exception of Welfare or Unemployment Checks.

O. Inmates may receive correspondence from inmates at correctional facilities, including Placer County correctional facilities, unless such correspondence would pose a threat to the safety and security of this or any other correctional facility or would threaten the safety of any person inside or out of this or any other facility.

P. Letters that have any identifiable gang- affiliation writing on them will not be accepted.

23. HABEAS CORPUS - Forms for petition for Writ of Habeas Corpus are available upon request from the officers. If the form for petition is not provided in a timely manner, the inmate should notify the Jail Supervisor or Jail Commander in writing.

24. INMATE GRIEVANCES

A. All inmates have the right to appeal and have resolved grievances related to any condition of their confinement.

Exceptions:

1. Legal decision as directed by the court,
2. Inmate disciplinary action, as specific hearing procedure is provided.

B. When an inmate has a grievance, he should attempt to resolve it at the lowest level possible, including discussion with an officer. However, when an inmate requests a grievance form, an officer will provide the form.

C. There are three levels at which an inmate grievance may be resolved. Every attempt will be made to resolve the grievance at the lowest possible level. If an inmate is dissatisfied with the resolution, he/she has the right to appeal to the next level.

1. Level 1 - SHIFT SUPERVISOR

a. The Shift Supervisor must provide a resolution for the grievance and return it to the inmate within three business days.

b. If the inmate disagrees with this resolution, he may appeal to the next level by signing the grievance form next to "I wish to appeal this to the next level" and returning the form to an officer **IMMEDIATELY**.

2. Level 2 - JAIL SUPERVISOR, MEDICAL DIRECTOR OR CENTRAL KITCHEN SUPERVISOR

If the grievance cannot be resolved by Level I, the grievance will be reviewed by Level 2.

a. The Jail Supervisor's review must be completed and returned to the inmate within 5 business days excluding weekends and holidays.

b. The Medical Director's review must be completed and returned to the inmate within 5 business days excluding weekends and holidays.

- c. The Central Kitchen Supervisor's review must be completed and returned to the inmate within 7 business days excluding weekends and holidays.
- d. If the inmate disagrees with this resolution he may appeal to the Jail Commander by signing next to "I wish to appeal this to the Jail Commander" and returning the form to the Floor Officer **IMMEDIATELY**.

3. Level 3 - JAIL COMMANDER

If the grievance cannot be resolved by Level 2, the Jail Commander will review the grievance.

- a. The Jail Commander's review must be completed and returned to the inmate within 7 business days excluding weekends and holidays.
- b. The original completed grievance is to be filed in the Grievance Master File

4. Limitation on Inmate Grievances

The Jail Commander, at his discretion, may refuse to accept grievances from an inmate if it is found the inmate is filing an excessive number of grievances of a frivolous nature or issues that were previously grieved and resolved.

25. CLASSIFICATION - Classification is the process that determines where an inmate will be housed while he/she is here. Classification is based on current behavior and attitude, charges, past criminal history and behavior at this or other facilities in the past. Privileges may vary depending on the inmate's classification assignment.

- A. Classification is a continuously on-going process consisting of some or all of the following:
 - 1. Classification questionnaire done at the time of booking
 - 2. Classification interview with a classification officer
 - 3. Review of any disciplinary action taken against the inmate or incidents involving the inmate
 - 4. Review of CDC custodial records
 - 5. Conferences with probation/parole officers
 - 6. Deputy and Correctional Officer observations of inmate attitude and behavior while in custody.

B. This facility is designed to reward responsible behavior. When possible, with better living conditions. **FAILURE TO ABIDE BY THE JAIL'S RULES AND GET ALONG WITH STAFF AND YOUR FELLOW INMATES WILL GET YOU HOUSED IN PROGRESSIVELY LESS DESIRABLE LIVING CONDITIONS.** For those inmates who are later sent to state prison, poor behavior here can result in a higher security classification in the prison as disciplinary write-ups may be sent to CDC.

C. Housing assignments can be appealed to the Chief Classification Officer. If the inmate disagrees with the resolution he may appeal to the Jail Commander.

26. RELIGIOUS SERVICES

- A. The religious program provides for services and spiritual guidance to all inmates regardless of denomination or faith. The Jail Chaplain will conduct weekly nondenominational services.
- B. You may request arrangements for specific denominational practice, or personal spiritual guidance through the Jail Chaplain.

C. All religious services and personal spiritual guidance will be conducted in a designated quiet area.

D. Marriages while in custody are not allowed at the Placer County Jail

27. MEDICAL SERVICES -- If you are in need of medical care, dental care, drug rehabilitation, alcohol counseling, mental health attention or AIDS/hepatitis testing, submit a Request for Medical Care form. This form is a "5- 1/2 x 8- 1/2" slip normally located in the housing unit. If no slips are located in the housing unit, then request one from an officer.

A. All medical requests will be promptly referred to the medical staff. If the inmate's medical problem is not an emergency, then he will be scheduled for sick call. Inmates can expect to be seen on sick call the business day following the day their request is submitted. If the request is submitted on Friday, then the inmate will not be seen until Monday barring any emergency condition. Sick call is announced in each tank on the loudspeaker. It is the inmate's responsibility to show up, not the staff's responsibility to come find him. If an inmate fails to attend sick call, then another Request for Medical Care must be submitted in order for the inmate to be rescheduled for the next sick call.

B. Inmates will be screened and evaluated by a member of the Medical Staff. Inmates may be referred to the physician's assistant (P.A.), a physician, dentist, mental health technician, or to a specialty clinic.

C. INMATE CO-PAYMENT FOR MEDICAL SERVICES

1. Non-indigent inmates will be charged \$3.00 for routine medical and dental services. This charge will be deducted from the inmate's commissary account. There will be a one-time fee of \$3.00 for any **new** health-related problem.

2. No inmate will be refused medical treatment due to a lack of funds.

D. The Corrections Staff recognizes that incarceration is a traumatic experience; therefore, Mental Health Services are available through the Medical Staff. If you feel despondent or suicidal, notify the Corrections or Medical Staff immediately.

E. PILLCALL

1. Only Tylenol and Maalox will be provided to those inmates who have not been seen on sick call and had medication prescribed. To receive either of these two medications **during routine pill pass** in a tank or pod, the inmate must give their name and show their wristband to the nurse.

2. If medications are prescribed for an inmate it generally takes 24 hours for the nurse to receive the written order. However, it can take longer. No medications are given out except Tylenol and Maalox, without a written order. If the nurse tells an inmate there is no written order for medication, it does not matter how much the inmate complains, he will not get the medication. It is illegal for a nurse to provide medication without an order.

3. Unless the nurse expressly tells an inmate otherwise, all medications must be taken at the nurse's cart. **INMATES ARE NOT TO WALK AWAY FROM THE NURSE WITHOUT FIRST TAKING THEIR MEDICATIONS.**

4. H/I, J, K and L tanks

a. When pill call is announced, have a seat at the most forward dining tables with a cup of water.

b. Inmates will be called forward one at a time to receive their medications.

5. All other tanks:

- a. Form a line at the medical cart or sit at the forward most **tables at the direction of the officer**. Inmates must have a cup of water with them.

6. Inmates should know what medications they are on and are not to take another inmate's medications. If the inmate does not recognize the medication given to him then he should ask the nurse about it **BEFORE** he takes it.

Pill call occurs twice a day, usually 5 a.m. to 6 a.m. and then 5 p.m. to 6 p.m.

Within 14 days of incarceration, **All** inmates will be required to have a Health Appraisal and TB test at no charge.

F. INMATE CO-PAYMENT FOR OVER-THE-COUNTER MEDICATION

1. There will be a 50-cent charge for two (2) Tylenol or Maalox requested by inmates. This charge will be deducted from the inmate's commissary account

2. No medication (including Tylenol or Maalox) will be withheld due to an inmate's lack of funds.

28. MINIMUM SECURITY - Those inmates classified as minimum security may be transferred to a minimum-security facility. **HOUSING IN MINIMUM SECURITY IS NOT A RIGHT**. It is based on classification and behavior. All minimum-security inmates will be expected to work at job assignments selected by The minimum security Sgt. If you wish to be transferred to a minimum-security facility after sentencing, send a written request to the Classification Unit by filling out a request form.

29. LIBRARY - The Placer County Jail provides inmates with library privileges at least once a week. The maximum number of library books an inmate may check out or possess at one time is two.

Failure to return library books as directed will result in the loss of library privileges. Poor conduct or destruction of library books is cause for loss of library privileges, discipline, or prosecution. At the time of release, any attempt to leave the Correction Facilities with library books in your possession may result in prosecution for attempted theft.

30. LEGAL REFERENCE MATERIALS - The Placer County Jail provides all inmates with access to legal reference materials; however, pro per inmates have priority. Since the Law Library is a multipurpose room, times of use shall be determined by other on-going inmate activities such as commissary, G.E.D., Alcoholics Anonymous, church services, etc.

Inmates who wish to use the Law Library should contact the Housing Officer or Floor Officer. If use of the law library is not provided in a timely manner, the inmate should file an inmate grievance. The jail Law Library meets the Federal Court requirements.

The law library is only available for inmate use during non-lockdown hours (approximately 7:00 a.m. to 11:00 p.m.).

31. WORK FURLOUGH, WORK RELEASE, COUNTY PAROLE - Inmates requesting work furlough, work release, or County parole shall mail a request for application to.

Placer County Probation Department 11564"C" Avenue Auburn, CA 95603
Attn: Work Furlough Administrator

32. 1381 PC - Inmates who meet all the requirements will have a 1381 P.C. Form automatically generated when Court Liaison calculates their out dates. Once the form is printed, it will be made available to the inmate. If an inmate believes the paperwork is late, he may send an information request to the Court Liaison requesting to know the status of the paperwork.

33. MEDIA -- Inmates are allowed to correspond freely with or to be interviewed by the media as long as such access does not disturb the security, order, or safety of the facility. During an emergency, media access may be suspended. The Corrections Commander in advance of the proposed interview must approve all requests for "face-to-face" interviews by the inmate or by the media.

34. EDUCATION - Inmate education plans are available. If you wish to participate or find out what is offered, send a request to, Attn: G.E.D. Program Director.

The G.E.D. instructor will provide a list of inmates who are allowed access to the G.E.D. rooms in H and L tanks. No other inmates will be allowed access to these rooms without the tank officer's permission. Only three inmates are allowed in the rooms at any one time.

The tank officer has the authority to terminate an inmate's access to the G.E.D. rooms at any time despite the fact their name is on the access list.

35. INMATE RIGHT TO FREEDOM OF EXPRESSION WITHIN THE JAIL

A. Inmates have the right to freely express their views as long as they are not posing a threat to the security of the Jail or posing a clear danger of violence or disruption.

B. The Corrections Staff cannot forbid an inmate from or punish an inmate for peacefully, and in a fashion which does not pose a potential for disrupting the facility, expressing views which seem to conflict with the values of staff and or department.

C. The Corrections Staff may prohibit groups of inmates from meeting for the purpose of expressing views which would present a clear danger of violence or disruption.

D. The Corrections Staff may take immediate disciplinary action against an inmate whose speech is inflammatory or expressing violence, or who is refusing to respond to a lawful order given by a staff member, and/or who seeks others to act in such a way which would interfere with the normal operation of the Jail.

E. Inmates do not have the right to organize a labor union within a Jail.

36. VOTING.

A. Eligible inmates shall be allowed to vote in local, state, and federal elections.

B. All voting shall be done by absentee ballot.

1. The inmate shall write the Registrar of Voters in the county in which he is registered to request an absentee ballot. The inmate must provide the following information:

- a.** Printed name as registered;
- b.** Written signature as registered;
- c.** Current address as registered;
- d.** Address to which the absentee ballots is to be sent.

2. All requests for absentee ballots must be received by the Registrar of Voters no later than seven days prior to the election.

3. An exception to the above may be made on an emergency basis and by using the following procedure:

a. A handwritten note may be hand carried to the Registrar of Voters in the county where the inmate is registered. The note must contain the following:

- 1.** The inmate's printed name as registered;

2. The inmate's written signature as registered;
3. Current address as registered;
4. Specifically name the person who is to pick up and return the absentee ballot.

- b.** Once the absentee ballot is obtained, it may be hand carried to the inmate for the purpose of voting and immediately returned to the Registrar of Voters by the person who brought it to him.

C. An inmate may register to vote by requesting a Voter's Registration Form from the Placer County Elections Office, P.O. Box 527R, Auburn, California 95604. Upon completion of the form it is to be returned to the proper Registrar of Voters.

In order to be eligible to vote in an upcoming election, an inmate must register no later than 29 days prior to that election.

37. ACCESS TO COUNSEL

A. All inmates, whether pretrial or sentenced, have the right to access to legal counsel

B. To obtain legal counsel, an inmate may telephone private counsel or the Public Defender's Office from the day room phones. Telephone calls to the Public Defender's office are free. Lists of free calls to support agencies will be posted in the day room

1. When legal counsel meets with an inmate, they are to be provided with adequate space for a private meeting.

C. LEGAL MATERIAL

1. Only items of transcripts, copies of legal pleadings, police reports, or other legal memoranda regarding the inmate's case may be left with the inmate.

2. The Correctional Staff may inspect legal material for contraband only in front of the inmate.

D. TELEPHONE

Once housed, the inmate may use the telephones in each cellblock to call private counsel or the Public Defender's Office. Telephone calls to the Public Defender's Office are free.

E. "JAILHOUSE LAWYERS"

1. Inmates have the right to legal help from other inmates in their own classification unit in preparation of writs, petitions, and other legal papers, unless the Corrections Division provides another means assisting inmates acting in their own behalf with the courts.

2. The Officers may:

- a.** Limit the time for such meetings between inmates;
- b.** Limit those meetings to two persons;
- c.** Limit the place for such a meeting if there is a security risk or "real threat" to the safety and good order of the Corrections Facilities;
- d.** Prohibit and discipline an inmate for asking for or accepting any consideration, such as money, food, or sex, for jailhouse lawyer services.

38. SHAKEDOWNS - Shakedowns will be conducted on a regular basis and as needed. Inmates property will be somewhat displaced during the shakedown. Officers will not read inmate's legal documents during this search.

39. LOCKDOWN - Lockdown is the securing of inmates in their cell units. If the tank has no cells, then the inmates are required to be on their bunks. Lockdown will occur based on classification, jail security, and standard operating procedure.

If inmates are required to lock down, they will be ordered to "lock down," "go to your bunks" or an order similar to this. The meaning of the order will be clear and the inmates must immediately comply.

Regardless of the reason for the lockdown, the procedure is the same. Those inmates with cells located in their tanks will go **IMMEDIATELY** to their assigned cell and lock the door behind them. Those inmates housed in tanks without cells will **IMMEDIATELY** to their bunks and get on them and remain quiet. The only time the open bay tanks may leave their bunks is during the evening lock-down when they have to use the bathroom. This is the **ONLY** exception.

A. Night Lockdown

1. Tanks A, B, C, D, E, F, G and K 10:00 p.m. - 5:00 a.m.
2. Tanks H, I, J and L 11:00 p.m. - 5:00 a.m.

B. Post-breakfast Lockdown

From the time breakfast is completed until the trays are removed and the tank or pod is cleaned. The pod or floor officer may continue lockdown at their discretion.

C. Post-lunch Lockdown

From the time lunch is completed until the trays are removed and the tank or pod is cleaned. The pod or floor officer may continue lockdown at their discretion. **E, F & K tank inmates will remain locked down until the 1:00 p.m. shift change/wristband check.**

D. Post-dinner Lockdown

From the time dinner is completed until the trays are removed and the tank or pod is cleaned. The pod or floor officer may continue lockdown at their discretion. **E, F, & K tank inmates will remain locked down until the 7:00 p.m. shift change/wristband check.**

E. Other lockdown times - In addition to the normally scheduled evening and meal lockdown times, inmates can expect to be locked down for:

1. Medical emergencies in the housing unit
2. Maintenance and repairs to the housing unit
3. Medical services conducted within the housing unit (done at the discretion of the staff in charge)
4. Disciplinary action
5. Emergencies. NOTE: If inmates get into a fight and you do not lock down then it will be assumed you want to be part of the fight and you will be subjected to the same control measures and discipline as the initial combatants.

F. Certain disciplinary and administrative segregation lockdown inmates are not allowed to be out of lockdown with the other tank inmates. If this is the case, the general population inmates will be required to lock down while these inmates are out of their cells. When possible, disciplinary/Ad Seg. Lockdown inmates will be allowed out of their cells for one hour per day.

40. SPECIAL HOUSING - If it is determined that you are an escape risk, prone to assault staff or other inmates, or likely to need protection from other inmates, you will be placed in the appropriate special housing. You will be afforded the Title 15 rights except under extreme circumstances of danger to yourself or other inmates or Jail Staff. The Jail Commander must approve any suspension of Title 15 rights

41. DISCIPLINARY ISOLATION - Disciplinary Isolation is a form of discipline imposed on inmates whose actions warrant such discipline based on major jail rule violations or an accumulation of minor violations. Inmates placed in disciplinary isolation will still receive their Title 15 rights. Disciplinary penalties have been developed to maintain the safe, secure and orderly operation of the jail facilities.

A. Inmates will be allowed to possess only the following items while housed in disciplinary isolation:

1. One mattress,
2. All jail issued clothing and bedding;
3. Jail issued cup, shampoo and hygiene kit,
4. Jail issued rulebook,
5. Pencil, paper, and envelope on request (requests must be made to commissary and will be passed out on **Thursdays only**).
6. Legal mail

All other property in the inmate's possession will be stored until they are released from disciplinary isolation. All library books will be returned to the book cart.

B. Inmates will lose the following privileges while housed in disciplinary isolation:

1. Commissary
2. All visits other than attorney visits
3. Television
4. Law library and access to books from the inmate library cart
5. Participation in programs
6. All outdoor recreation (all exercise will occur in the dayroom)
7. The ability to order commissary

Inmates on disciplinary isolation shall not be prevented or limited from having access to the courts or their attorney. They can send and receive personal mail. Newspapers, books, and other periodicals will be stored until the inmate is released from isolation.

Inmates on disciplinary isolation will be locked down for approximately twenty-three (23) hours a day. They will be allowed out approximately one hour a day to exercise and shower. During this time out, they shall stay within the clearly marked red boundary line in the dayroom. Talking to other inmates within the tank will not be tolerated and will result in a loss of exercise/recreation time for that day, and may result in further discipline. Inmates must ask permission from the housing unit two officer prior to crossing over the red boundary line to access the shower or pencil sharpener. Administrative Segregation inmates housed in D-tank will have not contact whatsoever with inmates on Disciplinary Isolation who are also housed in D-tank. Ad.Seg. inmates will stay within the clearly marked red boundary line in the dayroom. They must also ask permission from the housing unit two officer prior to crossing over the red boundary line to access the shower or pencil sharpener.

INMATES ON DISCIPLINARY ISOLATION WILL RECEIVE TWO COLD MEALS AND ONE HOT MEAL EACH DAY.

42. INTERCOMS - The intercoms in this facility are for your safety and care. They are to be used to report emergencies and other immediate problems. Misuse of the intercoms will result in disciplinary action being taken against the offending inmate.

43. INCARCERATION FEES - Inmates sentenced to serve time in the Placer County Jail may be charged fees for their incarceration. Those inmates housed at the main jail may be charged a fee of \$70.18 per day. Those inmates housed at Minimum Security may be charged a fee of \$33.01 per day. These fees are based on the inmates ability to pay as determined by Placer County Revenue Services.

44. DIRECT ACCESS PHONE NUMBERS - To call one of the listed services, press the # button and dial the two-digit number,

#21 Public Defender

#22 Drug Court/Placer County Substance Abuse Services (Serves Placer County residents with alcohol and drug problems who are incarcerated or pending incarceration)

#23 South Placer Residential Treatment Center (Residential treatment; detox, Social Model and medical drug detox)

INMATES DISCIPLINARY PROCEDURE -- CORRECTION FACILITIES

1. DISCIPLINARY ACTIONS - For the safety and security of all staff and inmates you will be required to comply with all applicable laws (Local, State, and Federal), correction facility regulations, and staff directives. Violations may result in disciplinary sanctions, civil prosecution, or criminal prosecution.

A. Facility rules must be followed. Failure to do so may lead to:

1. Reprimand
2. Loss of one or more privileges for up to 30 days
3. Restitution through civil prosecution
4. Disciplinary isolation
5. Loss of "Good Time" and/or "Work Time" credit which may have been earned
6. Removal from trusty status
7. Criminal prosecution

2. TYPES OF OFFENSES - Facility rules are separated into three categories:

A. MAJOR VIOLATIONS

1. A major offense is a rule violation in which any or all of the following sanctions may be imposed:

- a. Reprimand
- b. Loss of one or more privileges for 30 days
- c. Restitution through civil prosecution
- d. Disciplinary isolation
- e. Loss of "Good Time" and/or Work Time" credit which may have been earned
- f. Removal from work detail
- g. Criminal prosecution

B. MINOR VIOLATIONS

1. Minor violations of institution rules may be handled informally by any staff member, by counseling or advising the inmate of expected conduct, assignment to an extra work detail, removal from a work assignment without loss of work time credit, or eight (8) hours of lockdown time. In addition, minor violations may be punished by up to two (2) weeks loss of commissary.

2. Inmates do not have the right to a hearing for minor punishments.

C. MAJOR VIOLATIONS OR REPETITIVE ACT OF NON CONFORMANCE OR REPETITIVE MINOR VIOLATIONS

1. Where major violations or repetitive minor acts of non-conformance or repetitive minor violations of institution rules occur, they shall be documented and the inmate shall be informed of the charges in writing. In addition:

a. Any charges pending against an inmate shall be acted on no earlier than 24 hours or later than 72 hours after the report is filed, except as required for inmate or staff safety or facility security. The report is considered filed when it is served on the inmate. The inmate may waive the 24 and/or 72 hour limitation for a hearing. The hearing may be postponed or continued for a reasonable time through a written waiver by the inmate or for a good cause.

b. The inmate shall be permitted to appear on his own behalf at the time of the hearing

c. The inmate shall be advised of the action taken by the disciplinary officer by a copy of the record.

D. MAJOR/MINOR VIOLATIONS - The category of violations not easily classified as either major or minor. The sanctions of either major discipline or minor discipline are based on the totality of the circumstances involved. Either major or minor discipline may be imposed at the discretion of the Reviewing/Hearing Supervisor.

3. DISCIPLINARY HEARING - Should you receive a disciplinary sanction greater than a verbal reprimand or temporary suspension of privileges, you are entitled to a Disciplinary Hearing. Upon the imposition of the disciplinary sanction, a Disciplinary Hearing will be scheduled for you.

A. You are permitted to appear with the "Hearing Officer" on your own behalf.

B. You may have witnesses interviewed by the officer writing the report, the hearing Sgt., or his/her designee, unless the Hearing Officer determines:

1. Irrelevance
2. Lack of necessity and/or
3. Compromise of security.

C. You may not confront or cross-examine witnesses unless determined necessary by the Hearing Officer.

D. You may be permitted a representative at the hearing, subject to the approval of the Hearing Officer, if you are in need of assistance in understanding the proceedings.

E. Depending on your conduct, you may be subjected to pre-hearing detention. Credit for time served in pre-hearing detention is allowed.

4. APPEAL - You may appeal the results of the hearing to the Jail Commander. Your appeal must be in writing on a Disciplinary Appeal form and must be received by the Jail Commander within three days of the hearing. The Jail Commander or his designee may affirm or absolve the Hearing Officer's decision. He may also reduce or increase the sentence imposed.

5. EMERGENCY CONDITIONS - Emergency conditions may result in temporary suspension of the disciplinary process.

RULES OF INMATE CONDUCT

DISCIPLINARY SECTIONS

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ASSAULTS/COERCION - MAJOR VIOLATIONS

ASSAULT DEFINED: Assault is the unlawful attempt, coupled with the present ability, to commit a violent injury on the person of another. Also includes any willful and unlawful use of force or violence upon the person of another.

- 1.1-1 No inmate shall assault any other inmate.
- 1.1-2 No inmate shall coerce any other inmate to engage in any type of fight, or other disruption.
- 1.1-3 No inmate shall assault any civilian employee of the Sheriffs Department
- 1.1-4 No inmate shall assault any civilian not employed by the Sheriffs Department but conducting lawful business within the correction facility.
- 1.1-5 No inmate shall attempt to obtain by coercion; food, clothing, commissary, materials, or any other item from another inmate against his will.

SEXUAL OFFENSES - MAJOR VIOLATIONS

- 2.1-1 No inmate shall coerce any other person to engage in any kind of sexual conduct including, but not limited to, fondling of the genitals, anal or oral copulation.
- 2.1-2 No inmate shall engage in any kind of sexual activity, including but not limited to, fondling of the genitals, anal or oral copulation.

CLOTHING AND BEDDING -- MAJOR VIOLATIONS

- 3.1-1 Each bunk will have no more than one mattress unless authorized by the Medical Staff and Shift Supervisor
- 3.1-2 Mattresses are to remain on the bunks at all times. Under no circumstances are mattresses to be placed on the floor or removed from the cell, cell block or dormitory.
- 3.1-3 No inmate shall use bedding, clothing, or towels in an unauthorized manner, i.e., window coverings, punching bag, weight bag, hammock, clothesline etc.
- 3.1-4 Clothing and blankets are not to be hung in any manner from the bunks.

CLOTHING AND BEDDING – MINOR VIOLATIONS

- 3.2-1 Jail issued clothing is the only authorized dress. Exception: Work Furlough inmates will change to sheet clothing immediately prior to departing to their work assignments. Upon return, Work Furlough inmates shall immediately change to jail issued clothing.
- 3.2-2 Inmates shall be completely clothed, including footwear in the dayroom. Inmates shall wear their over-shirt or T-shirt and pants.
- 3.2-3 Anytime an inmate exits the bunking area of the dormitory housing units, he will have on a shirt pants and footwear. It does not matter how little time the inmate plans on spending outside the bunking area. For the purpose of this rule, loitering about the upper tier railing, lower tier bathroom half wall or fringes of the lower tier bunking area will be considered as "being in the day room." Unless the inmate is in bed or the shower **HE SHOULD STAY DRESSED!**
- 3.2-4 Clothing will be neat and clean. It will also be properly worn. The "rolling up" of sleeves or pant legs is not permitted. Pant legs shall not be tucked under the socks, nor shall they be "pegged." Clothing is to be worn as designed i.e.: sweatshirts are not to be worn as pants nor is clothing to be fashioned into bandannas.
- 3.2-5 Pants shall not be "sagged" in any fashion, nor shall shirts be rolled up or tied up above the waist.
- 3.2-6 Except when specifically authorized no inmate shall have in his possession any extra issue (clothing, bedding, etc.), All clothing, bedding and towels must be returned to booking at the time of release.
- 3.2-7 No inmate shall wear thongs or shower shoes while outside of the housing units.
- 3.2-8 Each inmate shall maintain a neatly made bunk when not in use and maintain the area around the bunk in a neat and orderly fashion.
- 3.2-9 Inmates shall not lie, sleep, or climb on, place their feet upon, or use the furniture in the dayroom for purposes other than what it was intended.
- 3.2-10 Outside of the housing units, female inmates must wear bras, T-shirts, uniform shirts, uniform pants and tennis shoes.
- 3.2-11 Outside of the housing units, male inmates must wear T-shirts, uniform shirts, uniform pants and tennis shoes.
- 3.2-12 In the recreation yard, all inmates shall wear pants, shirts and shoes at all times.

CONDUCT - MAJOR VIOLATIONS

- 4.1-1 No inmate shall curse, swear at, make obscene or disrespectful gestures towards or use any derogatory language toward any Officer, Judge, Probation or Parole Officer, Court employee, Civilian employee or private citizen, inmates will not disrupt court, probation or parole proceedings.
- 4.1-2 No inmate shall lie or falsely represent the truth to any officer or civilian employee to gain any advantages or privilege.
- 4.1-3 No inmate shall falsely identify himself to an Officer or civilian employee of the Sheriffs Department.
- 4.1-4 No inmate shall enter any unauthorized area (i.e., offices, parking lot etc.) unless directed by an Officer or civilian employee.
- 4.1-5 No inmate shall violate any Federal, California, or local criminal statute.
- 4.1-6 No person shall aid or coerce another inmate into violating any Federal, California, or local criminal statute.
- 4.1-7 Smoking is prohibited while in custody at the Correction Facilities.
- 4.1-8 No inmate shall climb the recreation/exercise yard walls or fixed equipment in the exercise yard in any fashion.
- 4.1-9 Inmates shall not use the electrical outlets in any manner other than that for which they were designed.
- 4.1-10 Dormitory inmates shall not leave their bunks after lockdown at night until called for breakfast. Exception: inmates may leave their bunks after lockdown to use the toilet.
- 4.1-11 No inmate shall wear a wristband which belongs to another inmate. The wearing of another inmate's wristband will be viewed as an attempt to escape and charges will be filed (4532 PC).
- 4.1-12 Dormitory inmates shall not leave their bunks after lockdown until released by the tank officer.
- 4.1-13 No inmate shall threaten any officer or civilian employee of the Sheriffs Department.
- 4.1-14 No inmate shall act aggressively toward or horseplay around a K-9 team in any way whatsoever.
- 4.1-15 No inmate shall attempt to touch, pet, or come into contact with any K-9 team in any way whatsoever.

CONDUCT - MINOR VIOLATIONS

- 4.2-1 Courtesy to staff and other inmates is required. Staff shall be addressed by their professional or personal title, i.e.: Captain, Lieutenant, Sergeant, Officer, Deputy, or Mr., Mrs., or Ms.
- 4.2-2 All inmates shall wear their wristbands at all times and shall present the wristband on request of any employee of the Sheriffs Department.
- 4.2-3 No inmate shall engage in loud boisterous, or disruptive behavior at any time.
- 4.2-4 After evening lockdown, or if a lockdown is ordered at any other time, there will be no talking.
- 4.2-5 No inmate shall run in the compound in other than authorized recreation areas unless so directed by an Officer.

- 4.2-6 No inmate shall roam or wander outside the compound area unless performing some authorized duty, which requires such, or unless directed by an Officer.
- 4.2-7 Certain areas of the facility accessible to inmates can have access restricted to a certain class of inmates or be placed off limits to all inmates. No inmate shall enter restricted access \ areas without authorization from an officer. Typical examples: upper tier TV areas, unused portions of dormitory housing, or recreation yard doors.
- 4.2-8 Only those inmates authorized by the tank officer are to be in the H or L tank multi-purpose room.
- 4.2-9 During meal times no inmate shall enter the dormitory housing unit bathrooms (sinks, toilets and showers).
- 4.2-10 No littering will be allowed. Inmates shall place all refuse in the proper containers.
- 4.2-11 Inmates shall keep their Living areas, including bunks, housing units, day morns, as well as other areas occupied (i.e.: recreation yard, hallways, library, and visitation rooms) neat, clean and orderly.
- 4.2-12 No inmate shall change his assigned bunk, cell, housing unit, or barracks without the approval of an Officer.
- 4.2-13 Inmates shall be in their cells or on their bunks in the dormitories for lockdown. The dayroom lights, telephone, and televisions will be turned off at lockdown.
- 4.2-14 Only those inmates assigned to a specific cell will be allowed in that cell.
- 4.2-15 Inmates will not sit or lie on any bunk other than the one assigned to them.
- 4.2-16 Inmates in dormitory style tanks shall only be in the bunk area in which their assigned bunk is located.
- 4.2-17 Inmates will not go into any other inmate's property drawer or footlocker.
- 4.2-18 While walking in the main hallway. Inmates shall walk in single file on the "blue or red line" and their hands shall be tucked, to the wrist, inside the front of their pants. Inmates shall not talk while outside of their cellblocks unless directed to do so by the Jail Staff
- 4.2-19 Spitting is prohibited on facility grounds.
- 4.2-20 Inmates shall not have more than two library books in their possession without prior approval from Jail Staff.
- 4.2-21 Inmates are not to move the furniture located in the tanks, Game tables, plastic chairs and the sectional sofa are to remain where the officer designates.
- 4.2-22 The education computer is only to be accessed for the purposes authorized by the G.E.D. instructor
- 4.2-23 No inmate shall tune a television to a music channel or watch a music channel.
- 4.2-24 No inmate shall delay in leaving a tank or cell after being notified to go to court.
- 4.2-25 No inmate(s) shall participate in or lead any group activities whatsoever unless given permission by the pod or floor officer.

CONDUCT – MAJOR/MINOR VIOLATIONS

- 4.3-1 No inmate shall disrupt or cause the disruption of the facility by any action whatsoever,
- 4.3-2 No inmate shall urinate or defecate in any place other than the provided appliances (toilet, urinal).
- 4.3-3 No inmate shall conspire, aid, abet assist, or counsel, or act as a lookout for any other inmate to violate any rule or regulation of this facility. Any person, who does act as a lookout or assists, etc., will be considered an accomplice to that violation and may also be found in violation of the same rule.
- 4.3-4 There will be no "horse playing", play fighting, or sparring between inmates anywhere in the Correction Facilities
- 4.3-5 Inmates will not approach the in-tank or booking officer stations beyond the yellow line until authorized to do so by an officer.
- 4.3-6 Inmates will not take **ANYTHING** from any officer station or its confines without authorization of the officer.
- 4.3-7 Re-formatting or changing any of the education computer programs is prohibited. The inmate will be charged with destruction of jail property.
- 4.3-8 Planting of viruses or tampering with the education computer programs is prohibited. The inmate will be charged with destruction of jail property.
- 4.3-9 Intercoms in the hallways will not be used by inmates except to report an emergency.
- 4.3-10 Intercoms in inmate's cells and in the day rooms will not be used except to report emergencies and to make reasonable requests about immediate problems. Requests about recreation time, court time, visitation, and other issues that are not an immediate problem, shall be addressed on the inmate information request forms
- 4.3-11 Inmates shall not cover interior or exterior windows in their cell or cell blocks
- 4.3-12 No inmate shall remove an electric razor from its designated shaving area
- 4.3-13 No inmate shall make any noise(s) directed at a K-9 team that would distract the dog from its' duties.
- 4.3-14 No inmate shall pass in close proximity of a K-9 team without first asking permission of the handler/officer

CONTRABAND - UNAUTHORIZED POSSESSION - MAJOR VIOLATIONS

CONTRABAND DEFINED - Contraband is any item specifically not permitted in the jail (i.e. weapons, tobacco, drugs, matches, Lighters, drug paraphernalia etc.), or any item used in a way for which it was not originally intended (i.e. playing cards made into boxes, picture frames, pencil extenders, or gambling chips or tokens, or portions of clothing or bedding used to make any type of jewelry etc.).

- 5.1-1 No inmate shall have in his possession the identification of another inmate.
- 5.1-2 No inmate shall possess any narcotic or alcoholic beverage, or jail wine commonly known as "Pruno," or the makings of ingredients of pruno. You may also be charged with a felony for possession of a narcotic controlled substance or alcoholic beverage (4573.6 PC).

- 5.1-3 No inmate shall possess any tattooing paraphernalia. No inmate shall tattoo himself or any other inmate. No inmate shall allow himself to be tattooed.
- 5.1-4 No inmate shall possess any weapon or unauthorized implement capable of inflicting bodily harm.
- 5.1-5 No inmate shall possess any alcohol or narcotic or any drug which has not been administered at the direction of a doctor or nurse.
- 5.1-6 No inmate shall possess any object designed to be stuck into an electrical outlet for the purpose of starting a cigarette or any other reason (i.e.: "stingers") except for those items provided by the County.
- 5.1-7 No inmate shall possess tobacco, or any food being dried for the purpose of smoking, matches, lighters, rolling papers, cigarettes, or any smoking paraphernalia
- 5.1-8 No inmate shall possess any item, which could aid in his or her escape.

CONTRABAND / UNAUTHORIZED POSSESSIONS - MINOR VIOLATIONS

- 5.2-1 Inmates who are authorized to use a felt tip or ballpoint pen in their work assignment shall not remove these instruments from the work area.

CONTRABAND / UNAUTHORIZED POSSESSIONS - MAJOR/MINOR VIOLATIONS

- 5.3-1 No inmate shall possess any foodstuff in any housing location (i.e.: barracks, housing units, cells, etc.) with the exception of those items purchased through commissary. Food served in the barracks, housing units or cells shall be consumed at the time of serving and not stored.
- 5.3-2 No inmate shall have any cash in his possession at any time.
- 5.3-3 No inmate shall possess any item of contraband including any altered jail property or commissary item. All items will be used as they were originally intended
- 5.3-4 No inmate shall possess pornographic, lewd, or obscene material as described in the Penal Code section 311.
- 5.3-5 No inmate shall have more than \$60.00 worth of commissary in his possession at any time.
- 5.3-6 No inmate shall possess any writing utensils other than a pencil unless authorized by the facility commander or his designee.
- 5.3-7 Inmates shall be held responsible for any contraband or unauthorized materials found in their cells or in their bunks, drawers or footlockers.
- 5.3-8 No inmate, while serving time on disciplinary isolation, shall have in his possession in his cell or on his person, **any commissary items whatsoever** (other than welfare draw items).

INMATE COUNTS - MINOR VIOLATIONS

- 6.2-1 Each inmate shall stand in front of, sit, or lie down on his bunk, at the discretion of the counting Officer until the count has been completed, with his/her wristband in clear view
- 6.2-2 No inmate shall engage in talking during the inmate count.
- 6.2-3 Each inmate shall promptly attend all counts unless excused by an Officer or civilian employee of the Sheriff's Department

- 6.2-4 No inmate shall leave his barracks, housing unit, bunk or cell until the counting officer so advises.

INMATE COUNTS – MAJOR / MINOR VIOLATIONS

- 6.3-1 No inmate shall purposely cause a count to be incorrect i.e., hiding, hanging blankets over bunks, etc.
- 6.3-2 No inmate shall willfully cause the delay in the count being completed.
- 6.3-3 Inmates in A, B, C, D, E, F, G, J and K tanks will stand in front of their cell door for wristband checks at 7:00 a.m., 1:00 p.m., and 7:00 p.m.. Inmates in H, I, and L tanks will remain on or next to their bunks at the discretion of the tank officer, with their wristbands clearly visible.

DESTRUCTION OF PROPERTY - MAJOR VIOLATIONS

- 7.1-1 No inmate shall willfully damage, destroy or deface property belonging to the Jail

(Including the cutting, ripping, or stretching of clothing or bedding issued by the County). Any person who destroys or damages any Jail property may be held financially responsible (653.75 PC) or criminally charged (4600 PC) Inmates shall be held responsible for any damaged County property found in their cells or in their possession.
- 7.1-2 No inmate shall willfully damage or destroy property belonging to any other inmate. Any person who destroys or damages another inmate's property may be criminally charged (4600 PC).
- 7.1-3 No inmate shall tamper with, alter, jam, or otherwise damage or destroy any lock, lock mechanism or security device.
- 7.1-4 No inmate shall willfully destroy, alter or deface any facility documents, records, notices, sign or bulletin device.
- 7.1-5 No inmate shall willfully destroy, damage, alter, jam or tamper with any electric razor. Any person who destroys or damages any jail electric razor may be held financially responsible (653.75 PC) and/or criminally charged (4600 PC).
- 7.1-6 No inmate shall possess any damaged or missing electric razor parts, either in their cells or lockers or in their possession.

DESTRUCTION OF PROPERTY -- MINOR VIOLATIONS

- 7.2-1 No clothing, pictures, or other articles shall be hung on or attached to the walls, windows, bars, security glass, bunks or lockers.

DESTRUCTION OF PROPERTY - MAJOR/MINOR VIOLATIONS

- 7.3-1 No inmate shall willfully clog sinks, showers, drains, toilets, water, sewage, or ventilation systems.

EMERGENCY - MAJOR VIOLATIONS

- 8.1-1 All inmates will follow the orders given by Sheriffs Deputies or Correctional Officers, or employees of the Sheriff's Department during an emergency. Anyone not following an order may be criminally charged (148 PC).

EMERGENCY - MAJOR/MINOR VIOLATIONS

- 8.2-1 No inmate shall make a false report of an emergency. Anyone making a false report may be criminally charged. (148.3, 148.5 PC)

ESCAPE - MAJOR VIOLATIONS

- 9.1-1 No inmate shall attempt to escape. Anyone attempting to escape will be charged with a felony (4532 PC).
- 9.1-2 No inmate shall aid, counsel, abet, or assist in any manner any inmate to escape or attempt to escape.

FIRES - MAJOR VIOLATIONS

- 10.1-1 No inmate shall aid, counsel, abet, or assist in any manner any inmate to start any unauthorized fire.
- 10.1-2 No inmate shall start any unauthorized fire of any kind.

FIRES – MAJOR/MINOR VIOLATIONS

- 10.2-1 No inmate shall make a false report of a fire.
- 10.2-2 No inmate shall tamper with any fire-fighting equipment, i.e., hoses fire extinguishers, etc.
- 10.2-3 No inmate shall possess any item upon which evidence of burning exists.
- 10.2-4 No inmate shall possess more than two newspapers at any time.

GAMBLING - MAJOR VIOLATIONS

- 11.1-1 No inmate shall engage in any form of gambling or operate a "house game" or "store" or use any other means of obtaining money, tokens, and/or property from other inmates.

GAMBLING - MINOR VIOLATIONS

- 11.2-1 No inmate shall possess any unauthorized gambling or gaming devices, including, but not limited to, dice, chips, roulette wheels, markers, etc.

GROOMING AND PERSONAL HYGIENE - MAJOR VIOLATIONS

- 12.1-1 No inmate shall place any item, i.e. pins, needles, string, straw, toothpick, earrings, posts, or any other item through any pierced area of their body.

GROOMING AND PERSONAL HYGIENE - MINOR VIOLATIONS

- 12.2-1 Each inmate shall maintain personal cleanliness. This includes taking a shower a minimum of every other day and changing clothing at designated times.
- 12.2-2 Cases of bedbugs and body vermin shall be reported to an Officer immediately. No inmate shall fail to report cases of bedbugs or body vermin.

INSUBORDINATION - MAJOR VIOLATIONS

- 13.1-1 No inmate shall refuse to comply with a direct order given to him by an officer or civilian employee of the Sheriff's Department.

MAIL - MAJOR VIOLATIONS

- 14.1-1 No inmate shall mail any correspondence, which concerns plots or plans to disrupt the order and/or breach the security of the facility.
- 14.1-2 No inmate shall mail any correspondence which concerns plans to escape from or to assist plans to escape from lawful custody.
- 14.1-3 No inmate shall mail any correspondence which concerns the sending of contraband into or out of the facility.
- 14.1-4 No inmate shall mail any correspondence which would represent a clear and present danger to any person inside or outside of the facility.
- 14.1-5 No inmate shall mail any drawing or diagram of the Correction Facilities.
- 14.1-6 No inmate shall mail any correspondence which contains threats of great bodily injuries, blackmail or extortion.

MAIL – MAJOR/MINOR VIOLATIONS

- 14.2-1 No inmate shall include in correspondence any personal information about Sheriff s Department Employees.
- 14.2-2 No inmate shall have in his possession, any mail belonging to another inmate.

MAIL -- MINOR VIOLATIONS

- 14.3-1 All outgoing mail is subject to search and shall not be sealed by the Inmate.
- 14.3-2 No inmate shall send correspondence unless properly addressed and with proper postage.
- 14.3-3 All legal mail, i.e.: correspondence with State and Federal Courts, attorneys, public officials, the Board of Corrections, etc., shall be properly identified
- 14.3-4 No inmate shall mail any correspondence which contains any coded messages not readily decipherable by the reader.
- 14.3-5 No inmate shall write unnecessary messages on the envelope so as to obscure the address or return address.
- 14.3-6 No inmate shall mail any items, writing, drawing, etc., which violate U.S. Postal Service Regulations, describes the making of any weapons, explosives, poison or destructive devices or items considered obscene under Penal Code Section 311
- 14.3-7 No inmate shall draw any pictures on the front of the envelopes to be sent through the U.S. mail.
- 14.3-8 No inmate shall use any item in order to add color to pictures or writing produced while incarcerated, i.e., colored pens, pencils, or food items.

MEALS - MAJOR VIOLATIONS

- 15.1-1 No inmate shall throw food, utensils, or any other object at any lime.
- 15.1-2 No inmate shall defile any food in any Correction Facility Kitchen or any food served to himself, any other inmate, or any employee of the Correction Facilities.

MEALS - MINOR VIOLATIONS

- 15.2-1 Each inmate shall return his/her tray on completion of the meal. Inmates at minimum-security facilities must also return their utensils.
- 15.2-2 Kitchen equipment and utensils will be used by kitchen personnel while performing their assigned duties. Such equipment will not be used for any task, activity, etc., for which it was not designed.
- 15.2-3 No inmate shall sit or stand on any tabletop.
- 15.2-4 No inmate shall solicit or receive any extra food through the use of trickery, deceit, etc. No inmate shall take more than one tray at mealtime unless directed to do so by an Officer.
- 15.2-5 No kitchen equipment or utensils shall be removed from the kitchen.
- 15.2-6 No inmate shall give extra food to any other inmate without the authorization of an officer.
- 15.2-7 Inmates shall line up single file to receive their trays.
- 15.2-8 Inmates shall not talk while waiting in line for their trays.
- 15.2-9 Inmates shall wait at the day room tables until all trays have been served before returning for spoons.

MEALS - MAJOR/MINOR VIOLATIONS

- 15.3-1 No food or drink will be taken out of the kitchen or dining area unless directed by an Officer or Probation Department food Services Worker.
- 15.3-2 No inmate shall have food or drink in the carpeted areas of the tanks.

MEDICAL CARE - MAJOR VIOLATIONS

- 16.1-1 All medication administered to inmates must be swallowed/applied immediately. There will be no storing of any medication.
- 16.1-2 No inmate will attempt to receive the medication of another inmate by any means (i.e.: giving a false name at medication call, etc.), accept medication from another inmate, or accept medication belonging to another inmate.

MEDICAL CARE - MINOR VIOLATIONS

- 16.2-1 Every inmate shall state his full name and/or present his identification wristband prior to receiving medication.
- 16.2-2 No inmate shall engage in any loud talk, unauthorized activity, or disruptive behavior while in the infirmary

MEDICAL CARE – MAJOR/MINOR VIOLATIONS

- 16.3-1 No inmate shall leave the infirmary without prior authorization of the Medical Staff

RECREATION - MINOR VIOLATIONS

- 17.2-1 No inmate shall use any recreation equipment for any purpose other than that for which it was designed.

17.2-2 No inmate shall display bad sportsmanship while participating in any recreation activity

17.2-3 No inmate shall remove any recreation equipment from the recreation area.

17.2-4 No shower shoes shall be worn in the exercise/recreation yards.

17.2-5 No inmate shall use any dayroom equipment or bedding etc., for recreation or exercise.

RECREATION – MAJOR/MINOR VIOLATIONS

17.3-1 No inmate shall willfully abuse any recreational equipment.

17.3-2 No inmate shall participate in any contact sport such as boxing or wrestling which is conducive to injury.

17.3-3 No inmate shall engage in any group-related or organized recreational activity whatsoever.

RIOTS - MAJOR VIOLATIONS

18.1-1 No inmate shall participate in any riot or incite any other inmate to riot.

THEFTS - MAJOR VIOLATIONS

19-1.1 No inmate shall steal any item of property belonging to the County of Placer, any County employee, or to any other person.

UNAUTHORIZED COMMUNICATIONS -MAJOR VIOLATIONS

20.1-1 No inmate shall communicate with, pass, or receive any item from another Correction Facility, i.e.: Minimum Security, Work Furlough, etc., unless authorized by an officer.

20.1-2 No inmate shall communicate with, pass, or receive an item from any visitor or civilian (unless employed by the Placer County Jail) or released inmate unless authorized by an Officer.

UNAUTHORIZED COMMUNICATIONS - MINOR VIOLATIONS

20.2-1 No inmate shall engage in any unauthorized communications in the form of gestures with any other inmate.

UNAUTHORIZED COMMUNICATIONS – MAJOR/MINOR VIOLATIONS

20.3-1 No inmate shall engage in any unauthorized written or verbal communication with any inmate of the opposite sex.

20.3-2 No inmate while housed in a housing unit or any other area of the Correction Facilities shall communicate with another inmate of a different housing unit or in isolation, verbally, in writing, or by use of gesture/signals, either directly or through doors, walls, windows etc.

20.3-3 Communication between trusty inmates and any other inmates is not permitted in any way unless authorized by an officer.

UNDER THE INFLUENCE OF ALCOHOL. NARCOTICS OR UNPRESCRIBED DRUGS - MAJOR VIOLATIONS

- 21.1-1 No inmate shall be under the influence of **ANY** alcohol, narcotics, or any drugs which have not been administered by the Medical Staff.

VISITS - MAJOR VIOLATIONS

- 22.1-1 No unauthorized communication with visitors will be permitted. Visitors may be subject to arrest under Penal Code Section 4570.

VISITS - MINOR VIOLATIONS

- 22.2-1 No inmate shall engage in any contact loud or boisterous, disruptive behavior, sexual conduct, or the use of profanities during visits. Visits may be terminated as, result of any or all of these actions.

VISITS – MAJOR/MINOR VIOLATIONS

- 22.3-1 No inmate shall receive any item or property from any visitor. The visitor will leave approved items at the Main Desk.
- 22.3-2 Inmates will visit with their own visitors only. Both visits may be terminated due to a violation of this section.

MINIMUM SECURITY BARRACKS - RULES OF INMATE WORKER CONDUCT

1. JOB ASSIGNMENTS -- Are made as soon as Medical Clearances and **OTHER** clearances are processed.

- A. If you have **SPECIAL TRAINING** as in the building trades' etc., let the officers on day shift know
- B. M/S inmates will work where they are assigned. Refusal will result in loss of all or part of work time and/or loss of trustee status.
- C. Inmates scheduled for health evaluation to be cleared for kitchen details w ho fail to attend will be disciplined.

2. LAUNDRY - Laundry is done on a daily basis. Place dirty laundry in your bag then place bag into laundry hamper. It is taken out in the morning and returned in the afternoon. Make sure that you tie the bag tightly and securely.

3. BUNK AREAS - You will have (1) foot locker to store **ALL** your personal gear. Your shoes, boots or sandals are to be stored on top of your root locker or bunk.

THESE ITEMS ARE NOT TO BE LEFT ON TEE FLOOR AT ANY TIME!

- A. Your towel will be placed on the end of your bunk only.
- B. **DO NOT** use towels, blankets or clothing as a pillow.
- C. Your bunks will be neatly made in the morning. **DO NOT** go back to bed unless you are assigned a job allowing you to sleep in.
- D. In the evenings, stay in the day room unless you are on your bunks. Being in the dorm may interfere with those needing to sleep.
- E. Inmates are not allowed into the bunk area of a barracks they do not live in. Only those inmates housed in the sleeping area are allowed in that sleeping area. All others will be disciplined.
- F. Inmates round socializing in the sleeping areas will be disciplined.

4. PHONES - Phone calls an collect calls only. If you have a prefix problem, make the officer on duty aware of it. Attempts to manipulate or circumvent the phone system will result in discipline.

5. FOOD SERVICE - Inmates are required to attend all meals unless excused by the officer in charge. Inmates will wear a sweatshirt or blue button work shirt. Shirts will be buttoned up and tucked in. Shower shoes will be worn with socks. Inmates will remain seated until excused by the officer in charge.

6. DUTY OFFICE - Inmates will not approach the duty office without approval from the officer in charge. Inmates are to stand behind the yellow line around the office until motioned to come forward by staff. Inmates must be properly dressed with a buttoned up, tucked in, work shirt or sweatshirt. T-shirts are not acceptable.

7. STORED FOOD ITEMS - No food items are to be stored in footlockers or bunk areas. Food items issued at meals will be consumed at the meal and are not to leave the dining area. Items purchased through commissary may be stored in footlocker. Inmates found storing non-commissary food items will be disciplined.

8. DAYROOM - TVs and telephones will remain off after each meal until the on duty officer has inspected and approved the dayroom.

9. DRESS - Inmates will be properly dressed whenever they leave the barracks. Inmates will not leave the building or go anywhere in public view wearing only a T-shirt. Shirts will be buttoned up and tucked in.

10. SMOKING - M/S inmates caught smoking or with smoking contraband will automatically lose 10 days good time for a first violation and 10 days loss of good time plus loss of trustee status for the second violation. Any inmate caught smoking or in possession of smoking contraband in the barracks restrooms will be rolled up automatically - no questions asked.

11. CLOTHING - ISSUE Any inmate found with more than his standard issue of clothing or bedding will be disciplined. M/S issued clothing shall fit correctly and be worn in an appropriate manner. Clothing will not be worn "gang style."

12. DAY SLEEPING - Inmates found laying on their beds between breakfast and dinner without either written medical permission, or a job which allows day sleeping will be disciplined.

13. WORK CLOTHING Sunglasses and hats used on work assignments are not allowed in the barracks.

14. PILL CALL - Inmates attending pill call will be properly dressed with sweatshirts or work shirts buttoned up and tucked in. Inmates must bring a cup of water and show the nurse their armband before receiving medication.

15. FACILITY FURNITURE Inmates will not put their feet on furniture other than their assigned bunk. Inmates found with their feet propped up on sofas, chairs, stools, or tables will be disciplined.

16. LAUNDRY WORKERS - Only those female inmates assigned to the laundry are allowed in the laundry room unless they have officer's approval

17. WORK ASSIGNMENTS Minimum Security inmates will be up and ready for work at their scheduled times. Failure to be ready for work will result in discipline.

WORK ASSIGNMENTS -- MINOR VIOLATIONS

23.1-1 Inmates shall be responsible for the daily cleaning of their assigned areas. Cleaning equipment and materials will be made available.

23.1-2 No inmate shall trade or otherwise change work assignments without authorization of his work supervisor.

23.1-3 Trustees involved in the preparation and service of meals at any of the Correction Facilities shall wear clean clothing at all times while on duty.

- 23.1-4 Trustees involved in the preparation and service of meals at any of the Correction Facilities shall thoroughly wash their hands with soap and water prior to duty, during duty when soiled, prior to food preparation, prior to food service, and after using the restroom.
- 23.1-5 Trustees involved in the preparation and service of meals at any of the Correction Facilities shall wear a clean hairnet and clean plastic gloves.
- 23.1-6 Trustees involved in the cleanup process after food service shall thoroughly clean all preparation and service equipment and all related areas.

MINIMUM SECURITY – MAJOR VIOLATIONS

- 24.1-1 Smoking or possession of tobacco or smoking contraband is forbidden.
- 24.1-2 M/S inmates shall not refuse to work where assigned.

MINIMUM SECURITY- MINOR VIOLATIONS

- 24.2-1 M/S inmate's clothing shall be neat and clean and properly worn.
- 24.2-2 M/S inmates will be up and ready for work at their scheduled times.
- 24.2-3 M/S inmates shall attend a scheduled health evaluation to be cleared for kitchen details.

MINIMUM SECURITY - MAJOR/MINOR VIOLATIONS

- 24.3-1 No inmate shall enter any unauthorized area (i.e. duty office) unless directed by an officer or civilian employee.
- 24.3-2 Only those female inmates assigned to the laundry are allowed in the laundry room unless they have officer's approval.
- 24.3-2 Inmates shall store their shoes, boots or sandals on top of their footlocker or bunk.
- 24.3-4 No inmate shall be in the bunk area of a barracks they do not live in. No inmate shall socialize in the sleeping areas of the facility.
- 24.3-5 No inmate shall cross the yellow line to approach the duty office without the approval of the officer on duty.
- 24.3-6 No inmate shall lie on their beds between breakfast and dinner without either written medical permission, or a job which allows day sleeping.
- 24.3-7 No inmate shall lie on their beds between breakfast and dinner without either written medical permission or a job which allows day sleeping.

NOTE: ALL RULES OF THE CORRECTIONS FACILITY APPLY TO MINIMUM SECURITY AS WELL AS MAIN JAIL INMATES.

